

**COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND  
COMMUNITY SERVICES  
REQUEST FOR PROPOSALS  
ELDERLY NUTRITION PROGRAM SERVICES  
AAA-ENP-1720 RFP  
ADDENDUM FIVE**

In accordance with the RFP, Subparagraph 4.4 (County's Right to Amend Request for Proposals), County has the unlimited right to amend this RFP by written addendum at any time before the required submission date. As such, this Addendum Five is hereby issued for this RFP to address the following elements:

**PART I (CHANGES TO THE RFP)**

- A. All references pertaining to the proposal due date and time which are made throughout the entirety of the RFP and its previously issued Addendums are deleted in their entirety and replaced with the following: final proposal due date is Monday, January 30, 2017 by 12:00 p.m. (Pacific Standard Time).
- B. RFP, Subparagraph 7.9.2.4.1 is deleted in its entirety and is replaced with the following:
  - 7.9.2.4.1 Proposer shall provide three (3) references to substantiate its qualifications. Each of the three (3) references shall be from separate contracts providing separate services. Proposer shall indicate a specific person who will be contacted by County as part of conducting the reference check. When providing information for any one (1) reference (i.e., organization, entity, firm, etc.), Proposer shall only use one (1) point of contact and one (1) contract for that reference. For example, when Proposer has one (1) contract with an entity, Proposer shall not utilize the same contract citing three (3) different contacts to meet the requirement for three (3) references. If Proposer has multiple contracts providing differing services with an entity, it may list separate contacts for each of the contracts. It is Proposer's sole responsibility to ensure that the reference's name and contact person's name, title, phone number and e-mail address are accurate. The same references may be listed on Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 2 (Proposer's References) and Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 3 (Proposer's List of Contracts with Public Entities) if the reference falls within both categories.
- C. RFP, Subparagraph 7.9.2.4.3 is deleted in its entirety and is replaced with the

following:

- 7.9.2.4.3 County may disqualify Proposer as non-responsive and/or non-responsible (i.e., proposal may be rejected) if any of the following occur:
- 7.9.2.4.3.1 Proposer fails to respond to County's request for three (3) references.
  - 7.9.2.4.3.2 Reference(s) fails to substantiate Proposer's description of the services it provided.
  - 7.9.2.4.3.3 Reference(s) fails to support that Proposer has a continuing pattern of utilizing capable, productive and skilled personnel.
  - 7.9.2.4.3.4 County is unable to reach the point of contact. At County's sole discretion, County may make up to three (3) attempts to reach the contact. It is Proposer's responsibility to inform the point of contact of the normal working hours during which time County will conduct reference checks and to provide contact a general timeframe during which County may attempt to reach contact. Proposer may estimate that timeframe based on the proposal due date and the tentative date when the evaluations will be completed as noted in the RFP timetable. Proposer shall also inform its references that County may contact them by phone, mail or e-mail and shall convey the importance of responding to County's request in the time and manner as designated by County.

- D. RFP, Subparagraph 8.4.1.1 (Subsection A-1 (Proposer's References)) is deleted in its entirety and is replaced with the following:

- 8.4.1.1 **Subsection A-1 (Proposer's References) – (1,200 maximum points)**
- 8.4.1.1.1 The proposal will be evaluated based on the verification of references provided in response to Subparagraph 7.9.2.4.4 (Subsection A-1 (Proposer's References)). Each reference will be evaluated and scored individually and the maximum possible points available for each reference is 400 points. Therefore the total maximum points for this Subsection A-1 (Proposer's References) is worth 1,200 points.
  - 8.4.1.1.2 In the event that a reference's point of contact cannot be reached by County or County does not receive a response from reference, Proposer shall receive zero

(0) points for the scoring of that reference.

8.4.1.1.3 In addition to the references provided, County will review the County's Contract Database and Contractor Alert Reporting Database, if applicable; these databases provide vendor's past performance history on County and other contracts. This portion of the evaluation may result in point deductions. Altogether, the reviews of County's database(s) may result in point deductions up to one hundred percent (100%) of the total points awarded in this evaluation category.

8.4.1.1.4 **The maximum number of points that may be deducted for each reference is 400 points and the combined maximum number of points that may be deducted for all three (3) references is 1,200 points.** If the combined maximum number of points in the amount of 1,200 points are deducted as a result of the reviews of County's database(s) then the proposal may be disqualified in its entirety, deemed non-responsive and it may not be subjected to further evaluation.

- E. County of Los Angeles Workforce Development, Aging and Community Services Request for Proposals Elderly Nutrition Program Services AAA-ENP-1720 RFP Addendum One, Item H is revised to reflect the following:
  - a. Incorrect references to Subparagraphs 5.4 and 5.4.1.
  - b. Revised references are Subparagraphs 5.7 and 5.7.1, respectively.
- F. County of Los Angeles Workforce Development, Aging and Community Services Request for Proposals Elderly Nutrition Program Services AAA-ENP-1720 RFP Addendum One, Item QQ is revised to reflect the following:
  - a. Incorrect reference to Appendix D (Required Forms and Documentation), Exhibit 7 (Request for Preference Program Consideration).
  - b. Revised reference is Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 7 (Request for Preference Program Consideration).
- G. County of Los Angeles Workforce Development, Aging and Community Services Request for Proposals Elderly Nutrition Program Services AAA-ENP-1720 RFP Addendum One, Item VV is revised to reflect the following:
  - a. Inadvertent omission in the following statement (Subparagraph 8.1.7.3.1):  
As indicated in Subparagraphs (), Proposer shall submit a PPS that reflects Proposer's unit rate and Proposed Subaward Sums for each Fiscal Year of the Subaward term where such rates may take into account any anticipated cost increases.
  - b. Revised statement: As indicated in Subparagraph 7.9.3.4 (Section A

(Proposed Program Services for Title III C-1 Program)), Subparagraph 7.9.3.5 (Section B (Proposed Program Services for Title III C-2 Program)) and Subparagraph 7.9.3.6 (Section C (Proposed Program Services for Title III B Program)), Proposer shall submit a PPS that reflects Proposer's unit rate and Proposed Subaward Sums for each Fiscal Year of the Subaward term where such rates may take into account any anticipated cost increases.

- H. County of Los Angeles Workforce Development, Aging and Community Services Request for Proposals Elderly Nutrition Program Services AAA-ENP-1720 RFP Addendum Two, Item B is revised to reflect the following:
- a. Incorrect references to Subparagraphs 7.5 and 7.5.1.
  - b. Revised references are Subparagraphs 7.6 and 7.6.1, respectively.

## **PART II (ATTACHMENT TO ADDENDUM FIVE)**

- A. RFP, Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 4 (Proposer's List of Expired and Terminated Contracts) is deleted in its entirety and is replaced with the attached Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 4 (Proposer's List of Expired and Terminated Contracts) which is dated January 24, 2017. The form was updated to provide Proposer an empty field to describe the status of the contract on the same page as the form when that status is "Termination (Other)". Accordingly, all references made to RFP, Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 4 (Proposer's List of Expired and Terminated Contracts) throughout the entirety of the RFP and its Appendices shall mean the attached Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 4 (Proposer's List of Expired and Terminated Contracts) dated January 24, 2017.

Proposers may submit written questions only pertaining to the information provided in this Addendum Five by e-mail using the following e-mail address: [aaarfp@css.lacounty.gov](mailto:aaarfp@css.lacounty.gov). All questions must be received no later than Wednesday, January 25, 2017 by 5:00 p.m. (Pacific Standard Time) and must be in writing. In accordance with RFP, Subparagraph 7.5.4, questions received outside of the manner and timeframe designated by County as noted therein is strictly prohibited and may subject Proposer's proposal to disqualification from the solicitation process. Without identifying the submitting company, all questions along with their corresponding answers will be compiled into a question and answer document ("Q & A"). The Q & A document for Addendum Five will only be provided to each individual whose name and contact information is legibly provided on the Mandatory Proposers' Conference sign-in sheet that was included with Addendum One as Attachment II (AAA-ENP-1720 RFP Mandatory Proposers' Conference Sign-In Sheet Addendum One).